Accounting Outsourcing Services

mindspace

trusted outsourcing

Trusted Outsourcing Partner since 12 Years
For Bookkeeping, Payroll & Tax Services

We are a true sourced accounting department providing highest level of accounting and bookkeeping expertise and access to the latest technologies.

Kshitij Jain
FCA, Director
Certified QB & Xero Advisor

Manish Jindal
FCA & DISA, Director
Certified QBO & Xero Advisor

www.mindspaceoutsourcing.com

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MINDSPACE- INTRODUCTION

Founded in year 2008 with an aim to provide value added Financial Outsourcing Solutions to Accounting Firms. We have domain expertise in US, UK, Australian and Ireland Bookkeeping, Financial Process & Payroll.

We are a client centric organization and our Value proposition is Knowledge Based Approach, Quality Deliverables leading to a effective Value Based Outsourcing.

We are serving our services in US, UK, Australia, and Ireland. We believe even routine accounting and bookkeeping functions deserve special treatment. We seek to enhance the business performance to our clients.

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SERVICE PORTFOLIO

- Bookkeeping Services
- VAT Return Preparation
- Tax Return Processing
- Payroll Processing
- Accounts Production
- Xero/QBO Migration
- Management Reports
- Sales Tax Return Preparation
- GST | BAS Returns
- Financial Analysis & Forecasting
- IFRS and Ind –AS Implementation Support Services

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SERVICE PORTFOLIO

Process Outsourcing Services

- Purchase To Pay Process
- Invoice to Cash Process
- Warranty Reconciliations and Verifications
- Virtual Support service

Business Setup to US and UK

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SOFTWARE WE USE

For Bookkeeping/VAT Preparation

- QuickBooks Pro/QBO/QB Enterprises
- Sage Line/Sage 300
- VT Transaction
- ClearBooks
- Kashflow
- Intact
- Xero
- SAP

Year End Accounts/Tax Returns

- VT Final Accounts
- DIGITA
- CCH Accounts Production
- Drake
- Taxcalc
- Pro Series
- Ultra Tax
- IRIS

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INDUSTRIES WE WORK FOR

- Accounting firms
- Real Estate, Rental and Property Management Companies
- Ecommerce Companies
- Retail Chains (Dunkin Donuts/Burger King)
- Travel Companies
- Restaurants
- Manufacturing Companies
- Web Design & IT Companies
- Law Firms
- Hospitality
- Automobile Dealers
- Financial Services

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MANAGEMENT LEVELS

- **Director Operations**
- **Manager**
- **Team Leader**: Taking Care of Client on boarding and communication, tam management and team handling
- **Senior Process Associates**: Review and Quality Checks.
- **Process Associates**: Responsible for Data Inputting & Query Preparation.

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Why Mindspace

- **Domain Expertise** - The Team working on client projects are well versed with US & UK GAAP's, US Payroll and Sales & Use Tax Laws.
- **Standard Processes** - End to End Process gets migrated only after approved SoP's, prepared by MindSpace and approved by Client Firm. We adhere to SLA's and deviations are reported to the Client.
- **Confidentiality** - Work is done under secured environment and SLA's are adhered. Physical, Network Security and Employee Security standards are followed. We work under NDA's.
- **Good Communication Skills** - The Team Leaders & Director Operations are responsible for voice communication with clients. Clients can directly contact them and discuss issues.
- **Control of Process** - The Clients keep control on the whole Outsource Accounting Processes.
- **Flexibility to clients** - MindSpace Keeps adequate bench strength to address issues to Staff Turnover and Skewed works at the time of Month End.
- **Cost Savings** more than 50%.

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Infrastructure

- 10000 sq ft working space (Can be expanded to the extent of another 5000 sq ft)
- Two Leased line connections having 70 Mbps online connectivity.
- Secured FTP for Data Transfers, Biometric Access and CCTV's
- 24/7 Power Back up mechanism.
- Microsoft Server Environment
- Fortigate Firewall Protected & Kaspersky Antivirus Deployed on each
- Different means of communication are available- Skype, UK Phone, Zoom, Hangout
- Provision for 100% data redundancies.

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Contact Us

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